



Arlington Poet Laureate Committee

Poet Laureate Committee meeting

11 May 2015

Second floor conference room, Town Hall Annex

Present: Liza Halley (chair), John Burt (secretary), Jane Howard

1. Approval of minutes of April 30

The minutes have been approved with edits.

2. Editing of Application

Jane met Caryn Malloy, the Human Resources director for Arlington, to consult about our application. Ms. Malloy suggested many line edits, which we adopted. She also suggested that the line about what the candidate hopes to accomplish should be phrased as a suggestion rather than as an explanation. (Application attached)

3. Cancel the meetings on May 18

Keep the June 1 meeting tentatively on the schedule, if we need to adjust our publicity plan

4. Edited the one-paragraph PR piece for the Arlington Media (paragraph attached).

Action Items

1. Send copies of the minutes to Town Manager and the Board of Selectmen
2. Application materials will be available in hard copy at the Town Manager's Office as well as online.

Liza will ask Adam where the applications material should be. Perhaps they should be at the Board of Selectmen's office.

3. Where will the hard copy applications be printed
4. Liza will check what has been received as our application period proceeds and will call a meeting if it is necessary. That back up meeting is tentatively scheduled for June 1.
5. When we go over the applications does that meeting have to be a public meeting? Do we need
6. Liza will gather the email applications
7. Jane will gather the hard copy applications
8. Pamela will draft rejection letters, commendation letters, invitations to the interview

Outcomes of Previous Action Items

Adam's office will handle all of the copying of the applications.

We will have copies of the applications available at the Library (not sure where yet, waiting to hear), Board of Selectmen's Office, Town Managers.

All applications will be mailed to and/or dropped off to the Town Manager's Office or emailed to our gmail email.

Attachment: Publicity Announcement

The Town of Arlington seeks a dynamic, self-motivated individual to serve a one-year term as Poet Laureate. The Poet Laureate acts as the Town's leading poetic voice and ambassador for poetry, encouraging the reading and writing of poetry throughout Arlington. This honorary, voluntary position aims to enrich the lives of residents by sharing and promoting poetry through conversation, readings, public appearances and workshops. Applications will be due no later than June 8, 2015.

Application materials can be found on the Town website. Hard copies of the application materials can also be picked up at the Town Manager's Office, the Board of Selectmen's Office and at the Robbins Library. For more details and answers to questions, please email Poet Laureate Committee Chair, Liza Halley at arlingtonpoetlaureate@gmail.com. Please also visit our Facebook page at <https://www.facebook.com/arlingtonpoetlaureate>.

POET LAUREATE APPLICATION
APPLICATION DEADLINE: June 8, 2015

The Town of Arlington seeks applications for the 2015-2016 Town Poet Laureate. Beginning May 12, 2015, applications are welcome from individual poets who are seeking the position. A complete application package must be sent to the Arlington Poet Laureate Committee

arlingtonpoetlaureate@gmail.com as one e-mail attachment no later than June 8, 2015, or to the Board of Selectman at Arlington Town Hall, 730 Massachusetts Avenue, Arlington MA 02476, or hand delivered to the Board of Selectmen's Office in Town Hall.

ABOUT THE POET LAUREATE POSITION

Purpose of the Position

The Town of Arlington Poet Laureate is the Town's leading poetic voice and an ambassador for poetry, encouraging the reading and writing of poetry across Arlington, advancing the literary arts, enriching the community, and recognizing the literary achievements of Town residents. The Poet Laureate engages a variety of town constituencies, enriching the lives of residents by many means, perhaps including sharing and promoting poetry through conversation, readings, public appearances, and workshops.

Compensation

This is an honorary, voluntary position. However, the Poet Laureate may receive honoraria and be the beneficiary of grants.

Term of Service

The Poet Laureate's term of service is one year with the possibility for renewal for up to two more years.

Expectations of the Position

The Poet Laureate is expected to:

- Contribute to the growth of poetry throughout the town.
- Act as the ambassador for poetry in the town.
- Present original works of poetry.
- May conduct readings and participate in public events in town, public school and library programs as appropriate and practicable.

Who May Apply

- The Town of Arlington Poet Laureate Committee embraces the diversity of human experience and identity. All applications are welcome, regardless of race, ethnicity, gender, sexual orientation, cultural heritage, socio-economic background, or physical ability. The applicant must be at least 18 years of age. The applicant must reside in Arlington. Must be available to fulfill the duties of the position as defined by Article 13 of the 2014 Town Meeting:
<http://arlingtonma.gov/home/showdocument?id=19999> (see Appendix for the text of the Article).

APPLICATION GUIDELINES

Criteria for Applicants and Nominations

- The applicant should show evidence of achievement in the art of poetry, including publications (books, literary magazines, and/or digital media).
- Additional weight will be given to applicants who have received recognition or awards.
- The applicant should demonstrate excellence in promoting awareness or enjoyment of poetry.
- The applicant must be able and available to reach town-wide audiences.

Application/Nomination Requirements

The following items are required as part of the application:

- 1 A one-page cover letter that includes contact information for the applicant.
- 2 A work sample not to exceed six (6) pages, 8 ½ x 11, no less than a 12-point font, no more than one poem on each page. The work sample may contain information that indicates where the poem has been published or performed, or if it has received any awards for merit.
- 3 The applicant's résumé or curriculum vitae not to exceed two (2) pages.
- 4 Suggestions of what the applicant would hope to accomplish during his or her tenure as Poet Laureate, (up to two pages).
- 5 (Optional) Up to two (2) pages of supplementary materials, including excerpts from published book reviews, judges' comments, or other critical writings that help contextualize the poet's work for the committee.

Completed application packets should be saved either as a single .pdf file and submitted via e-mail to the Town of Arlington Poet Laureate Committee at arlingtonpoetlaureate@gmail.com, or as hard copy, mailed to the Town Manager's Office, 730 Massachusetts Avenue Arlington MA 02476, postmarked by June 8, 2015, or delivered by hand by 4 pm on that day. In order to be considered, application packets must be received by midnight on June 8, 2015.

Selection Process

- 1 The Committee reviews all submitted materials to arrive at three (3) finalists.
- 2 The three (3) finalists are interviewed in person by the Committee.
- 3 The Committee presents their top candidate, based on the application packets and the interviews, to the Board of Selectmen.
- 4 The Committee will acknowledge the other finalists as Commended Poets.

Recognition of the Poet Laureate

Every effort will be made to feature the Poet Laureate in Arlington media.

Timeline for Applications and Selection of the Poet Laureate

May 12: Announcement of Call for Applications

May 15: Application window opens

June 8: Deadline for applications to be received

After June 8: Poet Laureate Committee meets to select three (3) finalists
June 2015: Finalist Interviews; new Poet Laureate is recommended to Board of Selectmen
July 2015: Announcement of Arlington's new Poet Laureate.

Application questions should be addressed to the Arlington Poet Laureate Committee at arlingtonpoetlaureate@gmail.com.

Appendix

ARTICLE 13

BYLAW AMENDMENT/POET LAUREATE VOTED: That Title II of the Town Bylaws be and hereby is amended by inserting a new article to provide for the honorary position of the Poet Laureate of the Town of Arlington as follows:

ARTICLE 11: POET LAUREATE OF ARLINGTON

Section 1. Establishment of an Honorary Poet Laureate of Arlington

There is hereby established for the purposes of advancing the literary arts, enriching the community, and recognizing the literary achievements of Town residents, the honorary position of Poet Laureate of Arlington.

Section 2. Selection, Term, and Criteria

Appointment of a Poet Laureate shall be for a term of one year, annually renewable for a total of three years based on the recommendation of a screening committee of five persons consisting of one person each designated by:

- (a) The Library Board of Trustees (by majority vote)
- (b) The Arlington School Committee (by majority vote)
- (c) The Arlington Commission on Arts and Culture (by majority vote)
- (d) Town Meeting Member (appointed by the Town Moderator)
- (e) The Town Manager (with advice and consent of the Board of Selectmen); and confirmed by the Board of Selectmen.

This honorary position shall be voluntary. Only Arlington residents shall be considered for appointment, and any person appointed as Poet Laureate of Arlington must at all times remain an Arlington resident during their term as Poet Laureate. In the event that a Poet Laureate is no longer a resident of Arlington during their term, the honorary position shall be construed to have been constructively vacated.

Section 3. Duties of the Poet Laureate

The duties of the Poet Laureate shall be to present original works of poetry, conduct readings and participate in public events and Town, public school and library programs as appropriate and practicable.